

YOUTH SERVICES POLICY

Title: Participation in the Title IV-E Program Next Annual Review Date: 11/17/2011	Type: D. Community Based Services Sub Type: 9. Placement, Transfer, Termination and Removal Process Number: D.9.12
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References: Public Law 96-272 and Adoption Assistance and Child Welfare Act of 1980	
STATUS: Approved	
Approved By: Mary L. Livers, Deputy Secretary	Date of Approval: 11/17/2010

I. AUTHORITY:

Deputy Secretary of Youth Services as contained in La. R.S. 36:405. Deviation from this policy must be approved by the Deputy Secretary.

II. PURPOSE:

To establish the Deputy Secretary's policy regarding participation in the Title IV-E Program.

III. APPLICABILITY:

The Deputy Assistant Secretary - Community-Based Services, all Regional Managers and all employees of Community-Based Services.

IV. DEFINITIONS:

Random Moment Sample System (RMS) - a federally approved time recording method which determines administrative costs by establishing the time and effort allocated to federal programs in which Youth Services (YS) can claim reimbursement.

V. POLICY:

Youth Services will abide by the provisions of Public Law 96-272 in order to participate in the Title IV-E federal foster care program.

VI. PROCEDURES:

Among the provisions set forth in Public Law 96-272 are Procedures for claiming reimbursement for IV-E administrative costs, and for claiming reimbursement for the maintenance of youth placed outside their home in non-secure facilities.

A. Procedures for Claiming Reimbursement for IV-E Administrative Costs

1. The Random Moment Sampling System (RMS) shall be utilized as the recording method by which YS establishes the time and effort allocated to federally funded programs and determines the amount of reimbursable administrative costs.

2. The PPO/J and Program Specialist/Community Based Services shall participate in the RMS process. At the moment the participant is sampled, he will receive an email from the YS RMS administrator requesting participation in the RMS process. The email will include:
 - The sample moment, date and time;
 - The sample sequence number;
 - Instructions for accessing and completing the observation form on the intranet; and
 - Contact information for questions or concerns.
3. Once the participant has accessed the intranet form, he should ensure that his name and observation time are listed. Each section of the form shall be completed and the response should reflect the participant's activity at the moment he was sampled.
4. The intranet form shall be completed by the participant within 2 business days of receipt of the RMS email. If the form is not completed within the timeframe, the Probation & Parole Supervisor/Juvenile (PPS/J) will receive an email notification of the PPO/J's failure to complete the sample. The PPS/J shall be responsible for ensuring the sample is completed by the PPO/J as soon as possible. In the event the PPO/J is unavailable, the PPS/J will complete the sample.
5. At the end of each quarter of the fiscal year, YS Central Office shall prepare an invoice for reimbursement of the allowable Title IV-E administrative costs. A formula approved by the Office of Community Services (OCS) shall be used to calculate the amount. Once completed, the invoice shall be submitted to OCS.

B. Procedures for Claiming Reimbursement for IV-E Maintenance Costs

The monthly invoice from each residential contract provider shall be reviewed at both the Regional and Central Office levels to verify the days of service. Within 45 days of the end of the reporting period, all IV-E eligible youth will be identified and once the reimbursement rate is established by OCS an invoice for reimbursement will be submitted.

Previous Regulation/Policy Number: DYS 9.12

Previous Effective Date: 04/01/2000

Attachments/References: